**Terms of Reference No.30**

Position: **Junior non-key expert (JNKE)** for support to organisation and delivery of training for NES staff working as trainers required by the EU funded project **“Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthened capacities to participate in ESF”** (NEAR/BEG/2022/EA-RP/0105).

The **JNKE** expert engaged in the project Component 2 “To build capacities of the relevant actors in the field of employment (MOLEVSA, NES, LSGS and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPS” will provide support to the MoLEVSA and the NES.

1. **Project Background**

The **overall objective** of the project is “**to enhance employment and employability of the labour force focusing on youth, persons with disabilities, long-term unemployed and women” (Impact).**

The *specific objectives* (Outcomes) of this contract are as follows:

* To support the MoLEVSA, NES and LSGs in improving effectiveness of ALMPs through improved design and analytical base for their implementation **(Outcome 1)**
* To build capacities of the relevant actors in the field of employment (MoLEVSA, NES, LSGs and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPs **(Outcome 2)**
* To ensure that Serbian institutions and other relevant actors are supported to meet the requirements of cohesion policy and participation in the European Social Fund **(Outcome 3)**
* To support piloting of Youth Guarantee Programme **(Outcome 4)**

The **JNKE** will provide support to Component 2 “To build capacities of the relevant actors in the field of employment (MOLEVSA, NES, LSGS and other actors) to better perform their tasks related to implementation, monitoring and evaluation of ALMPS” within which, the following outputs is to be achieved**:**

**PO 2.2 -** Capacities of the NES for implementation and monitoring of ALMPs enhanced

**PO 2.2.6** - Approximately 12 NES internal trainers trained (work with employers, work with difficult clients, counselling skills, recognition of prior learning)

1. **Reference document**

Terms of Reference (ToR) of the Project: NEAR/BEG/2022/EA-RP/0105, “Technical Assistance on implementation, monitoring, and evaluation of employment policy at national and local level and strengthened capacities to participate in ESF”.

1. **Terms of Reference Relevance**

This mission will be carried out in the framework of the project activities as described in the ToR, Project Proposal, and the Project work plan. The assignment will contribute to the achievement of Component 2 by providing support to the TA project.

1. **Assignment objective(s)**

The JNKE will provide support to the TA team and in particular to the Senior NKE to the following project activity:

* **Activity 2.2.6 Organize training for NES staff working as trainers (work with employers; work with difficult clients; training in counselling skills)**
1. **Main tasks**

**The JNKE will provide support to and coordinate the work with the project TA team and SNKE in execution of the following tasks:**

**Activity 2.2.6**

* Provide logistical and administrative support in planning and organizing the training sessions.
* Assist in coordinating with NES staff and the TA team to schedule training events.
* Contribute to the preparation of training materials.
* Support the SNKE during the delivery of training (notetaking, managing materials, facilitating group work as needed).
* Assist in collecting feedback from training participants.
* Contribute to the finalization of a short post-training summary, including participant lists, evaluation results, and lessons learned.
1. **Related Outputs/Deliverables**

**Under the supervision of the TA team it is expected to the following deliverables to be produced as per activity:**

**Activity 2.2.6**

* Training delivered to 16 NES trainers

The timeframe set in the project work plan for the related activities must be observed in providing this support.

1. **Timing and duration of mission/s**

The assignment shall be implemented in Belgrade, Serbia, in the following period:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Position* | *Period of engagement* | *No. of WDS* | *Activity number* | *% of time to be spent in Republic of Serbia* |
| JNKE | June 2025 – December 2025 | Up to 15 working days | 2.2.6 | 100% |

The number of days is subject to extension as needed.

1. **Reporting**

The JNKE will deliver monthly report in the English language on last workday of the month s/he worked, with attached all written deliverables and submitted to the Team Leader and in copy to the Project Assistant. The report will be attached to the expert’s draft timesheet.

**9.** **Expert profile**

*Qualifications and skills:*

* University degree academic level in the field of Economy, Social sciences, or other related subjects.
* Good command of English written and spoken.
* Computer literacy (command of Microsoft Office /Word, Excel, PowerPoint, etc/and the Internet).
* Excellent communication and presentation skills.
* Analytical experience and skills.
* Excellent reporting skills.
* Ability to work in a team.

*General professional experience*

* Minimum 5 years of general postgraduate professional experience in the field of employment/ALMP and/or social policy.

*Specific professional experience*

* Previous professional experience in designing and delivering training programmes.
* Previous professional experience in individualised employment counselling or working with difficult or vulnerable client groups.
* Previous engagement with employment services or donor-funded technical assistance projects is an advantage.

**10. Evaluation of work**

The JNKE’s performance will be assessed by Beneficiary’s representatives and the project Team Leader.

**11. Applications**

Application letter and EU format CV, both in English, must be submitted by e-mail to projekti.medjunarodna@minrzs.gov.rs, evukcevic@archidata.it and rbabic@archidata.it no **later than 16.5.2025.** titled: **“Application for JNKE to support to organisation and delivery of training for NES staff working as trainers”.**

References must be available on request.

Only short-listed candidates will be contacted.

The Project is an equal opportunity employer, in respect of the principles of good governance, sustainable development and gender equality.

* All applications will be considered strictly confidential.
* Advertised posts ***are not available to civil servants or other officials of the public administration in the beneficiary country, Serbia****.*